



STATE OF IDAHO
invites applications for the position of:

Range Operations and Safety Technician

SALARY: \$23.26 - \$30.24 Hourly
DEPARTMENT: Division of Military
OPENING DATE: 08/05/21
CLOSING DATE: 08/18/21 11:59 PM
DESCRIPTION:

STATE OF IDAHO
MILITARY DIVISION
Human Resource Office (HRO)
State Personnel Branch
4794 General Manning Avenue, Building 442
Boise, Idaho 83705-8112
Telephone: (208) 801-4273

STATE VACANCY ANNOUNCEMENT

Registers established from this announcement may remain valid up to one year to fill vacancies within the same classification and position type.

ANNOUNCEMENT NUMBER:	21-68-N
AREA OF CONSIDERATION:	Open to all applicants
POSITION TITLE:	Range Operations and Safety Technician
PAY GRADE:	NGA-8
POSITION CONTROL NUMBER:	5172
CLASS CODE:	20228
SALARY RANGE:	\$23.26 to \$30.24 hourly (\$48,378 to \$62,894 annually)
FLSA CODE:	Covered
DUTY LOCATION:	Military Division, Idaho Army National Guard, Idaho Training Center (ITC), Orchard Range (OR), Boise, ID, <i>off main base</i>
TYPE OF POSITION:	Civilian Nonclassified
COMPATIBLE MILITARY FIELD:	Not Applicable

JOB TITLE: RANGE OPERATIONS AND SAFETY TECHNICIAN
POSITION CONTROL NUMBER: 1099*, 1110* & 5172*
CLASS CODE NUMBER: 20228
SALARY GRADE: NGA-8

INTRODUCTION: These positions are assigned to the Orchard Combat Training Center (OCTC), Orchard Range Control (ORC), Idaho Army National Guard (IDARNG), functioning within the State of Idaho – Military Division. The primary purpose of these positions is to perform a wide variety of duties, both individually and as a Range Control team member in order to facilitate the safe and effective training of personnel at the OCTC.

EXAMPLE OF DUTIES:

DUTIES AND RESPONSIBILITIES:

1. Operates the OCTC Firing Desk, independently, including:
 - Maintains constant awareness of the status of all OCTC ranges, training areas, and restricted airspace. Keeps the Range Facilities Management Support System (RFMSS) Graphic Fire Desk updated.
 - Changes the status of ranges (occupied, check-fire, hot, cold) only when appropriate to do so – as dictated by regulation, ammunition being used, approved Surface Danger Zones (SDZs), and Weapons Danger Zones (WDZs).
 - Activates and de-activates OCTC restricted airspace when appropriate – communicates with: Federal Aviation Administration (FAA) Boise Tower, FAA Salt Lake Control, Mountain Home Air Force Base (AFB) Radar Approach Control, and the Army Airfield Support Facility (AASF) on Gowen Field.
 - Maintains constant awareness of the location and activities of all training unit personnel, OCTC employees, support personnel, contractors, and OCTC associated civilians arriving, occupying, or leaving the training area.
 - Acts as the net control station for the OCTC Safety and Administrative radio nets (FM frequencies). Issues guidance and responds to requests for information by radio.
 - Answers questions and issues guidance by telephone and in-person.
 - Accurately captures training unit range utilization data and enters it into RFMSS.
 - Transmits pertinent safety operational guidance for situations not covered by instructions, regulations or standard operational procedures (SOPs) to range Officers in Charge (OICs) and Safety Officers and OCTC personnel.
 - Based upon daily flight restrictions, advises aircraft operating in the R3203 restricted airspace of any firing/training hazardous to flight.
 - Disseminates safety information to include severe weather watches or warnings, heat categories, fire danger classes, aircraft overflights, etc., and ensures that appropriate action is taken.
 - Maintains contact with emergency medical personnel, including medical evacuation (MEDEVAC) aircraft for directing requirements of medical evacuation of injured personnel.
 - Maintains contact with EOD (Explosive Ordnance Disposal) units to report and coordinates the destruction of unexploded munitions found on the installation.
 - Maintains contact with OCTC Fire and Emergency Services (F&ES), to report fires sighted and to report status of fire control efforts, etc.
 - Operates and maintains computer system for recording and playback of information sent and received by radio or telephone.
 - Verifies the qualification of unit OICs and Range Safety Officers (RSOs) to perform their safety duties at the OCTC.
2. Uses the Range Facilities Management Support System (RFMSS):

- Maintains visibility of all units with pending or approved requests to use OCTC ranges, training areas, or facilities, and communicates any potential conflicts to the OCTC staff.
- Assists RFMSS users in entering and updating their information and requests.
- Contacts units to request any missing information, or clarify questions regarding OCTC use.
- Using established guidelines, approves requests for OCTC ranges, training areas, or other facilities.
- Ensures valid, approved Surface Danger Zones/Weapons Danger Zones (SDZs/WDZs) for all upcoming live-fire training events are assigned to the appropriate RFMSS Request.
- Regularly reviews the lists of facilities and events available in RFMSS to ensure correct data is available to requesting units.

3. Performs range safety and operations duties, including:

- Inspects ranges, training areas, facilities, Ammunition Transfer Handling Points (ATHPs), and firing positions prior to unit arrival, before live fire exercises, and before unit departure for occupation, proper usage, and clearance.
- Conducts periodic inspections of areas and facilities being used by units to ensure training on all ranges is performed in accordance with applicable regulations, instructions and other guidelines. Directs corrective action, if necessary. Refers more serious problems (i.e., conflicts between units) to attention of supervisor.
- Identifies adverse conditions and makes recommendations to supervisor on improving procedures related to safety, environmental protection, etc.
- Activates applicable emergency procedures for medical evacuation, range fires, severe weather warnings, artillery and mortar firing incidents, other weapon system accidents and any other system malfunctions or unsafe conditions.
- Interacts with military personnel of all ranks on a continuous basis to provide guidance on regulations and procedures for land use, live-fire safety, area cleanup, environmental concerns and restrictions, etc.
- Prepares range and training facility preventive maintenance reports.
- Prepares hazardous spill and maneuver damage reports.
- Supports Integrated Training Area Maintenance (ITAM) program by policing and inspecting all training areas.
- Ensures accident scenes are protected until appropriate investigations have been completed.
- Participates in the investigation of any ammunition misfires or malfunctions, and maintains copies of all related documents.
- Participates in the investigation of any range safety violations, accidents, or firing incidents, and maintains copies of all related documents.
- Oversees OCTC worker/workplace safety and ensures adherence to all applicable regulations. Makes recommendations to enhance the level of safety at the OCTC. Serves as a member of the ISU/OCTC Safety Council.

4. Manages R-3203 Restricted Airspace:

- Prepares, checks and disseminates to all aviation units appropriate flight restrictions for aircraft operations in the R-3203 airspace.
- Requests airspace through FAA Boise Tower and FAA Salt Lake Control to clear airspace of aircraft up to maximum altitude of ordnance being fired.
- Based on OCTC policies and FAA regulation, determines when a Notice to Airmen (NOTAM) is required and ensures that one is posted at the appropriate time.
- Records airspace use in RFMSS, in order to submit FAA required usage reports.

5. Serves as the ORC (Operational Range Clearance) Arms, Ammunition, and Explosives (AA&E) Safety Technician:

- Ensures all administrative and safety requirements are met by units for the transportation and storage of AA&E prior to their arrival at the OCTC.
- Advises units of AA&E requirements and inspects Ammunition Transfer Handling Points (ATHPs) established by units to ensure they are in compliance with regulation.

6. Operates GSA pickup trucks, forklifts, Rough Terrain Container Handling (RTCH) equipment, and other material handling equipment, skid-steer loaders, and all-terrain type vehicles and performs preventive maintenance, as required.

7. Provides customer service. Communicates OCTC capabilities and any pertinent requirements effectively and professionally to all current and potential training units, by telephone, e-mail, or in-person.

8. Promotes a respectful workplace that complies with policies of the Adjutant General. Observes and ensures compliance with all applicable laws, rules, regulations and policies and serves as a role model for the Whistleblower Protection Program, EEO, security and workplace safety practices, policies and regulations at all times. Maintains a safe and drug/alcohol free workplace.

9. Performs other related duties and projects as necessary or assigned.

SUPERVISORY CONTROLS: Works under general supervision of the Base Operations Supervisor, Range Control Officer, or Noncommissioned Officer In Charge (NCOIC) who make assignments in terms of general policy guidance, overall responsibilities and priorities. Independently plans and carries out work in accordance with applicable guidelines. Uses judgment and initiative to make on-site decisions to prevent dangerous situations from occurring which could lead to serious injuries and loss of life. Supervisor is available to assist with unusual problems or situations that deviate from the norm. Work is periodically reviewed for compliance with oral and regulatory guidance, Standard Operating Procedures and special instructions.

PERSONAL WORK CONTACTS: Contacts are with fellow employees at the OCTC, IDARNG leadership and unit members, unit representatives from all active and reserve U.S. military branches, military representatives from allied foreign nations, and representatives from Federal agencies including the Bureau of Land Management (BLM), FAA, and Department of Defense (DOD). The purpose of the contacts is to schedule ranges, coordinate work, resolve problems, and brief on safety, environmental, occupational health, communication, contractor representatives and regulatory range procedures.

WORKING CONDITIONS / PHYSICAL EFFORT: Works inside and outside during all types of weather conditions. Requires working at a desk in a professional office environment, standing and working for prolonged times on concrete floors in a shop environment, and outdoors on ranges in rough and uneven terrain. Exposed to dangers of unexploded ordinance, live fire ranges, pyrotechnics, laser frequencies, explosives, animal borne diseases, and venomous snakes and insects. Work requires frequent bending, stooping, walking, standing, working in cramped positions, lifting up to 60 lbs. unassisted and 100 lbs. assisted, and climbing up and down ladders or steep flights of stairs.

FLSA Overtime Code: C (Covered; time and one-half)

EEOC: F08 (Skilled Craft)

WCC: 7720

JULY 2021

MINIMUM QUALIFICATIONS:

QUALIFICATION REQUIREMENTS:

Mandatory Requirements (conditions of employment)

- Must have and maintain a valid and unrestricted state issued driver's license (from any state).
- Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately

upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Knowledge, Skills and Abilities (KSAs)

Applicants must have 18-months of specialized experience related to the duties as specified below.

- Thorough knowledge of OCTC training capabilities, ranges, and support facilities. Ability to maintain a professional demeanor at all times as a representative of the OCTC to customers and training support personnel, both military and civilian.
- Ability to communicate clearly and effectively through email, over the telephone, by radio, and in-person.
- Skill in being well-organized and maintaining both paper and electronic records, including the ability to access the correct data, when requested.
- Ability and experience using RFMSS. Ability to generate reports, understand how the request and approval process works, operate the Graphic Fire Desk, and update information reported by training units.
- Knowledge of Army and Department of Defense regulations governing the operation of live-fire training ranges, and the transportation and storage of arms ammunition and explosives; must understand how these regulations apply to the OCTC.
- Knowledge of the restricted airspace management and Notice to Airman (NOTAM) procedures. Must understand what types of OCTC training would require activation of restricted airspace and the process to do so.
- Ability to proficiently use the following Microsoft Office products: Word, Excel, Outlook, and PowerPoint.
- Ability to safely operate vehicles in off-road and rough-terrain conditions, and material handling equipment to include forklifts, Rough Terrain Container Handlers, etc.
- Ability to safely operate handheld and bench mounted power tools; and ability to perform operator level maintenance on vehicles and other equipment.
- Ability to routinely work in an outdoor environment subject to extreme heat, cold, dusty, windy, and/or wet conditions. Willingness to work in a potentially hazardous environment—some work responsibilities will require the incumbent to be in close proximity to live-fire training ranges, in areas that could contain unexploded ordinance, and in an environment where poisonous insects, venomous snakes, and disease carrying rodents are common.

CONDITIONS OF EMPLOYMENT:

- a. Each person hired will be required to provide verification of eligibility to work in the United States and may be subject to a criminal background check.
- b. Refer to the position description for the Mandatory Requirements for this position.
- c. The State of Idaho, Military Division is an Equal Opportunity employer. Selection for this position will be made without regard to race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), genetic information, political affiliation, marital status, and disability or age (which does not interfere with job accomplishment or job eligibility based upon the position description Mandatory Requirements). Appropriate consideration shall be given to veterans in accordance with applicable state and federal laws and regulations.

PERSONNEL MANAGER CERTIFICATION: The title, series, grade, duties and responsibilities are complete and accurate as written and a current or projected vacancy exists as advertised.

Gloria A. Duncan
Supervisory Human Resource

SUPPLEMENTAL INFORMATION:

If you are unable to apply online, please contact the HRO office by phone 208-801-4273 or email hrobypass@imd.idaho.gov to discuss alternative options.

Thank you for your interest in employment with the Idaho Military Division.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/idaho>

Position #21-68-N
RANGE OPERATIONS AND SAFETY TECHNICIAN
GD

304 North 8th Street
Boise, ID 83720

idhr@dhr.idaho.gov

Range Operations and Safety Technician Supplemental Questionnaire

- * 1. Mandatory Requirement: Must have and maintain a valid and unrestricted state issued driver's license (from any state).

Provide written response regarding your willingness and ability to meet this condition of employment (have and maintain; do NOT provide driver's license information here).

- * 2. Mandatory Requirement: Must have, or be eligible to obtain, and maintain a favorable T3 (SECRET) Federal Background Investigation. If a selected candidate does not have a current favorable T3, as a condition of employment he/she must submit to the investigation process immediately upon hire/appointment. *(At a minimum, a favorable suitability determination by the State Security Manager is required prior to appointment into this position.)*

Provide written response regarding your eligibility, willingness and ability to meet this condition of employment.

- * 3. **KSA: Thorough knowledge of OCTC training capabilities, ranges, and support facilities. Ability to maintain a professional demeanor at all times as a representative of the OCTC to customers and training support personnel, both military and civilian.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 4. KSA: **Ability to communicate clearly and effectively through email, over the telephone, by radio, and in-person.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 5. KSA: **Skill in being well-organized and maintaining both paper and electronic records, including the ability to access the correct data, when requested.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 6. KSA: **Ability and experience using RFMSS. Ability to generate reports, understand how the request and approval process works, operate the Graphic Fire Desk, and update information reported by training units.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 7. KSA: **Knowledge of Army and Department of Defense regulations governing the operation of live-fire training ranges, and the transportation and storage of arms ammunition and explosives; must understand how these regulations apply to the OCTC.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 8. KSA: **Knowledge of the restricted airspace management and Notice to Airman (NOTAM) procedures. Must understand what types of OCTC training would require activation of restricted airspace and the process to do so.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 9. KSA: **Ability to proficiently use the following Microsoft Office products: Word, Excel, Outlook, and PowerPoint.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 10. KSA: **Ability to safely operate vehicles in off-road and rough-terrain conditions, and material handling equipment to include forklifts, Rough Terrain Container Handlers, etc.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 11. KSA: **Ability to safely operate handheld and bench mounted power tools; and ability to perform operator level maintenance on vehicles and other equipment.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 12. KSA: **Ability to routinely work in an outdoor environment subject to extreme heat, cold, dusty, windy, and/or wet conditions. Willingness to work in a potentially hazardous environment--some work responsibilities will require the incumbent to be in close proximity to live-fire training ranges, in areas that could contain unexploded ordinance, and in an environment where poisonous insects, venomous snakes, and disease carrying rodents are common.**

Provide detailed written response describing your specialized experience performing related duties to demonstrate that you meet the minimum **18-month** requirement. *Response should be detailed and include specific examples of job duties performed, responsibilities, etc.*

- * 13. Unqualified or incomplete applicant packets will not be forwarded.
Do you certify you attached any supporting/required documentation and given detailed written responses with your application packet before submitting?

☐ Yes ☐ No

- * 14. Do you certify that all of the information and attached documents to this application are true, correct, complete and made in good faith? (This will constitute your official signature.)

☐ Yes ☐ No

* Required Question